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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Administrative Staff, LO DATE: SEP 11 1953

FROM : Acting Chief, Procurement Division

SUBJECT: Workload Commitments of the Administration and Inspection Branch,  
Procurement Division

1. A review of the present workload and commitments of the Inspection Section of Administration and Inspection Branch of this Division indicates that future commitments will have to be re-evaluated under our present personnel ceiling.

2. The Inspection Section is composed at present of two (2) personnel whose duties were outlined in the memorandum covering the functions and responsibilities of the subject branch dated 13 May 1953. The most important of these functions involved inspection and review of the plant, equipment and facilities of proposed contractors which will provide new or additional sources of supply to aid in negotiation and contractual arrangements, maintaining of contracts with appropriate Inspectors of Naval Material to assure appropriate performance of inspection of Agency material and, for security reasons, physical inspection of covert end items.

3. The present known workload which is utilizing a considerable portion of time of the inspection personnel involves the physical inspection of the items purchased under nine (9) contracts which for security reasons, it has been deemed necessary to use our own inspection service. In addition to the above-mentioned duties, the termination of contracts, specifically the [REDACTED] and the [REDACTED] Corporation has imposed an additional workload on this personnel.

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4. Since the inception of the Inspection Section in May, although aware of the necessity of performing the above-mentioned duties, this office has placed greater emphasis on the improvement of performing its contractual negotiations by developing a diversity in procurement sources. Since the normal tempo of procurement increased rapidly during the second half of the fiscal year, it is believed that a delay in the development of these sources by the Inspection Section will not permit this office to improve on the high standards of efficiency achieved to date.

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5. The special assignment of one of this Division's personnel to serve on a team investigating the procurement practices of proprietary companies has placed a further burden on this Division. This request which originally indicated a mission of one week's duration for one contract inspector has now developed into an average of 50 percent of his time for this assignment. This mission now appears to be one of a continuing nature, involving more than a half man year of personnel time during this coming fiscal year, and as a result it will be almost impossible under the present personnel ceiling to accomplish the necessary functions of the Inspection Section.



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